The Records Center staff strives to serve both the public and DNR staff by managing the Department's Records efficiently and with a high degree of integrity. For more information; Contact Leslie Leager at 515-281-4790 or leslie.leager@dnr.iowa.gov

Document DNA Electronic Posting

The Records Center works with HOV Document Services in making records available online for the storage and retrieval of electronic records via the internet. Renae Park, Doc DNA DNR Specialist, has been working closely with Contaminated Sites, Solid Waste and Solid Waste Alternatives Program (SWAP) in getting their records posted on the internet for public access. During the month of April, Renae provided training to program staff in how to upload their electronic documents to the web directly from their individual work stations. In the past, it would take several weeks for the file to be posted on the web. This new process saves time and reduces errors. When documents are uploaded, they will be available for public viewing within 45 minutes of submitting the request. We are excited to be able to provide this additional service to our internal and external customers.

Open Records Requests

The Records Center facilitates the public and staff's ability to access open records by maintaining a reception counter for immediate retrieval of documents, along with taking requests by phone, e-mail and fax.

- **Staff File Requests:** 434
- **Public File Requests:** 159

The three (3) most requested files types are:
- Leaking Underground Storage Tanks (LUST)
- Underground Storage Tanks (UST)
- Storm Water

Water Supply

Water Supply Records Center manages active and inactive files for program areas that are located at 401 SW 7th Street in Des Moines:
- **Number of files created:** 30
- **Number of documents filed:** 2,606

New Files Generated

The Records Center currently manages 90+ retention series (active files) for program areas.
Number of files created: 199
Types of files created:
- Agricultural Operations Permits (Wastewater)
- Wastewater Facility (Sewage)
- Commission / Council Minutes
- Personnel Files
- Proposed Rules to the Iowa Administrative Code.
- Storm Water
- Treatment Agreements (Water Quality)
- Hazardous Waste Management
- Leaking Underground Storage Tanks (LUST)

Legislative Update

Back in February we reported on a bill that was under consideration by the legislature that would have made amendments to chapter 22 regarding open records and open meetings. This bill did not pass the legislature this term.

Boxes Sent Off-Site

Inactive documents that must be retained longer than a year according to their retention schedules are stored off site at the State Records Center.
Total number of boxes sent off-site: 41

Electronic Records

Listed below are Program Areas that have made their Records available online.
- **SWAP (Solid Waste Alternative Program)**
  834 pages scanned for a total of 35,131 images online.
  Website: http://programs.iowadnr.gov/swap/ContractSearch.aspx
- **Solid Waste**
  18,545 pages scanned for a total of 188,277 images online.
  Website: http://www.iowadnr.com/waste/sw/
- **Contaminated Sites**
  2,952 pages scanned for a total of 600,533 images online.
  Website: http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx
- **Air Quality**
  24,517 pages scanned for a total of 1 Million plus images online.

Air Quality

Air Quality Records Center manages active and inactive files for program areas that are located at 7900 Hickman Road in Urbandale.

- **Public File Requests:** 23
- **Number of files created:** 161

Electronic Inventories

Soon, a comprehensive electronic inventory will be available of all files (paper, film, fiche) that are managed by the Records Center.
List of Complete Inventories
- ADM 1-1-1 Commission Meeting Minutes
- ADM 2-3 State Issued Contracts & Agreements for Services
- CON 11-4-1 Wastewater Sewage
- CON 11-32 Non-Point Source
- CON 11-33 State Revolving Fund
- CON 12-1-1 Solid Waste
- CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- CON 12-15 Contaminated Sites
- CON 12-17-11 Solid Waste Alternative Program (SWAP)
- PER 1-1 DNR Personnel & Americorp

***DID YOU KNOW?* Staff may access these inventories by visiting the Records Center Front Desk Computer.**